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MINUTES

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LOGISTICS OFFICE STAFF MEETING

DISTRIBUTION

Office of the Chief  
Special Staff  
Chief of Operations ✓  
Administrative Staff  
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MINUTES OF LOGISTICS OFFICE STAFF MEETING

14 April 1953

THOSE PRESENT:

Mr. Garrison

25X1A

Mr. White

25X1A9a

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25X1A

1. New T/O. Mr. Garrison opened the meeting and stated that he hopes this week will see the determinations made relative to slotting the new T/O.

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3. Preparation of Out-going Correspondence. Mr. White read from the Minutes of the Administrative Staff Meeting, DD/A, dated 31 March as follows: ---"too many papers containing grammatical errors, misspelled words, erasures, and otherwise lacking neat presentation were being released from the administrative offices -----", and stated that the Administrative Staff, Logistics Office, is, and has been, adequately staffed to screen all outgoing correspondence for just such errors. However, unless ALL outgoing correspondence is channeled through the Administrative Staff, this job cannot be done correctly.

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4. DD/P Administrative Staff Meeting. The next meeting of the Staff of the DD/P Admin. is to be held on April 22nd. The Logistics Office has been requested to submit items for the Agenda of this meeting. Suggested items might include -- Status of Transportation of Household Goods and Personal Effects; the Logistics Office Manual; Establishment of better working relationships between Logistics Office Coordinators and the Area Divisions of DD/P; Areas of Misunderstandings. A possible subject for discussion was brought up by [REDACTED] who called attention to [REDACTED] Operational Programming - Fiscal Year 1954. He stated that the policy established by this Notice is in conflict with the present policy of the Logistics Office as established by the DCI in that [REDACTED] reverts to the old process of estimating a program in dollars and then attempting to convert dollars to materiel. Logistics Office was not on the distribution list for this Notice and neither were we asked to concur in it prior to its implementation. [REDACTED] added that of the eighty-six known programs being planned in the FE Area, Mr. [REDACTED] and the Logistics Office have been cut in on only one.

[REDACTED] requested that items to be included on the Agenda of the DD/P Staff Meeting be submitted to him by Friday the 17th - this Friday.

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